SF-52 SYSTEM

1. What is the SF-52 System?

The SF-52 System is a subsystem of the Federal Personnel/Payroll System (FPPS). The SF-52 System is a "front-end" system to the PAY/PERS System, which currently processes payroll and personnel data for all Department of the Interior employees and other Federal employees.

The SF-52 System automates the SF-52 process of initiating an action in the requesting office to preparing the SF-50, Notification of Personnel Action, in the servicing personnel office.

The SF-52 System contains security controls that allow you to access only those SF-52s that fall within your area of responsibility. Your agency has security administrators who define your access authority prior to your use of the system.

The SF-52 screens include instructions to help you enter the required information on each screen. Online help is available for additional information.

2. Where can you find detailed instructions for using the SF-52 System?

In the SF-52 systems users guide; a copy is attached.

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Logon/Logoff

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User IDs and Passwords

To log on the system, you must identify yourself with a user ID and password.

User ID: The user ID is a combination of 6 letters and 1 number assigned by the ASC's ADP Services Division and given to you by your security administrator. The first three letters are the agency code; the second three letters are your initials; and the final number is used as a tie breaker if there are users with the same initials in your agency.

Password: A password is a combination of letters, numbers and/or national characters (0, #, and \$) that you create. Valid passwords are 6 to 8 characters in length and begin with an alphabetic character. Passwords cannot be reused.

Password Interval: Passwords expire after a certain length of time. The maximum length of time is automatically set to 180 days for all system users (except for security administrators whose interval is set at 60 days). A security administrator may set the password interval to <u>less than</u> 180 days for any user. Contact your security administrator if you have questions about your password interval.

Password Expiration: When the password interval has elapsed, you must change your password (although you may opt to change your password at any time). The system will prompt you through this process. For 15 days prior to the password expiration, the system will display a warning message that your password is about to expire.

System Access Revocation: Your access to the system will be revoked if you (1) fail to successfully type your user ID and password after three successive tries or (2) have not logged on the system for a period of 180 days. The system will display a message that your system access has been revoked. You must contact your security administrator to have your password reset.

First Time Log On: Your security administrator will assign your user ID and temporary password. When you log on the first time, the system will prompt you to type your user ID and password. The system will then prompt you to enter a new password and to verify the new password by typing it again.

How to Log On

To log on the SF52 System, you must first establish telecommunications with the Administrative Service Center's (ASC) IBM computer. Establishing telecommunications is an agency-specific procedure that is not covered in this manual. Contact your local personnel for instructions.

After telecommunications have been established, you will see the following screens:

HAR	NING ***	HARNING **	" WARNING	*** WARNING	WARNING	***
U A B	Contract Con			UTHORIZED USE (TEM AND/OR SOFT		¥ A
K H I	PUNISHMENT	INCLUDES	FINES AND UP	TO 10 YEARS II	i Prison.	R H 1
G N	REPORT SU	SPECTED VI	DLATIONS TO	YOUR SECURITY (OFFICER.	¥
*** UARI	VING ***	WARNING **	₩ WARNING	*** WARNING	*** WARNING	444
******	******	******	*******	*********	**********	****

Type MP and press ENTER.

MELCONE TO THE DENVER
ADMINISTRATIVE SERVICE CENTER'S
COMPUTER SYSTEM

TYPE YOUR USERID AND PASSWORD AND PRESS ENTER.

Type your user ID and password and press ENTER. →

User ID

Press ENTER to continue.

Or, type Y over the Nand press ENTER to see screens to change your password at this time. MELCOME TO THE DENVER
ADMINISTRATIVE SERVICE CENTER'S
COMPUTER SYSTEM

DO YOU WISH TO CHANGE YOUR PASSWORD AT THIS TIME (T OR M): N

See next page for additional screens.

' PPPPP FFFFFF PPPPP SSSSSS FFFF PPPPP PPPPP **\$\$\$\$\$\$** SSSSS

SELECT DESIRED FUNCTION

= ACCESS TEST (TELECOMENICATIONS)

= SF52 SYSTEM

EXIT

To enter the SF52 System, type S and press ENTER. -

Press ENTER to proceed.

ENTER SELECTION: S

WELCOME TO THE FPPS AUTONATED

32223

FFFFFFF 5555555 22222

2222 55 FFFFFF 55555 2 22 FF 22

22 55555 222222

PRODUCTION

YOUR NAME APPEARS HERE

***** PRIVACY ACT NOTICE *****

ACCESS TO THESE RECORDS IS LIMITED TO AUTHORIZED PERSONS ONLY. INFORMATION MAY NOT BE DISCLOSED FROM THIS SYSTEM UNLESS PERMITTED PURSUANT TO 43 CFR 2.56. THE PRIVACY ACT CONTAINS PROVISIONS FOR CRIMINAL PENALTIES FOR KNOWINGLY AND WILLFULLY DISCLOSING INFORMATION FROM THIS SYSTEM UNLESS AUTHORIZED.

The SF52 System Main Menu

The main menu lists commands and their corresponding descriptions. You use commands to access system processes to accomplish specific tasks. Each of the following sections in this manual explains the various tasks.

Screen instructions tell you how to access one of the processes listed on the main menu. →

The numbers in the CNT column tell you how many SF52s are in your possession.

The UTILITY MENU contains additional commands.

10:0	2/94 5:40 AND:	** FEDERAL PERSONNEL * SF52 SYSTEM	MAIN MENU	*	PP0103M PP0103P
TO A	CCESS A , OR POS	PROCESS LISTED BELOW, TYPE SITION THE CURSOR ON THE DES	A FOUR LE	TTER COMMAND ON THE AND, AND PRESS ENTER	COMMAND:
CNT	COMMAND	DESCRIPTION	COMMAND	DESCRIPTION	
9 3	CHNG CNOT COPY	SIGN/CHANGE SF52 VIEW CANCEL NOTIFICATIONS VIEW COURTESY COPY VIEW HOLD NOTIFICATIONS	OURY RSGN TRAK UTIL	SUPER NATURAL QUER! REASSIGN SF52'S	ES
	-PF1I HELP	PF2PF3 PF4PF5PF6-	P F7 P	F8 	I1PF12 EXIT

The SF52 Utility Menu

11/02/94 10:06:32 COMMAND:	** FEDERAL PERSONNEL/PAYROLL SYSTEM ** * SF52 UTILITY MENU *	PP0104M PP0104P
TO ACCESS A LINE, OR PO	PROCESS LISTED BELOW, TYPE A FOUR LETTER COMMAND ON SITION THE CURSOR ON THE DESIRED COMMAND, AND PRESS I	THE COMMAND ENTER.
COMMAND	DESCRIPTION	
INTR MSGS PEND RGEN RPTS RSTA TBLS	VIEW PENDING SF52'S RO FAST COPY	
Enter-PF1 NEXT HELP	PF2PF3 PF4PF 5PF6PF7 P F8PF9 -P F10 N ATH	PF11PF12 EXIT

How to Log Off

You may exit the system from any screen that displays a command line.

Type EXIT on the command line and press ENTER.

or

Press F12.

03/07/94 ** FEDERAL PERSONNEL/PAYROLL SYSTEM ** PP0113M PP0113M * SF52 SYSTEM MAIN NEND * PP0113M PP01

FFFFFF PPPPP PPPPP SSSSSS
F PPPPP PPPPP SSSSSS
F P P SSSSSS
SELECT DESIRED FUNCTION

A = ACCESS TEST (TELECOMMUNICATIONS)
S = SF52 PRODUCTION
E = EXIT

ENTER SELECTION: E

Type E and press ENTER.

Processing the SF52

his	section of the manual provides	ir	nfo	ori	nat	ic	on	OI	1:		•				
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	How To Review/Sign an SF52 for	Co	one	cui	rre	enc	ce	((201	IC)		•	•	•	•
	How To Reassign an SF52 (RSGN)	•	•	•	•	•		•	•	•	•	•	•	•	•
	How To Fast Copy An SF52 (RGEN))	•	•	•	•	•	•	•	•	•	•	•	•	•
	Final Action On An SF52	•	•	•	•	•	•	•	•	•	•	• 1	•	•	•
	Forwarding and Returning an SF	52	.•	•		•	•	•	•	•	•		•	•	•

How to Initiate an SF52 (INIT)

To create a new SF52, you must first identify the action type.

Type the INIT command on the SF52 Main Menu (or any other screen in the system) to display a list of action types and their corresponding codes.

** FEDERAL PERSONNEL/PAYROLL SYSTEM ** PP2011M0 11/04/94 PP2011P0 * INIT ACTION TYPE SELECT * 15:05:54 COMMAND: ******** TYPE ONE OF THE FOLLOWING CODES 36 , OR Type code here. POSITION THE CURSOR ON THE ACTION TYPE AND PRESS ENTER. Or, 29 CHG IN DUTY STATION D1 POSITION ACTION ONLY 15 RETIREMENT DZ REQUEST FOR ELIGIBLES 16 TERM/TRANSFER OUT 30 PLACEMENT IN NONPAY Move the cursor to an 31 LEAVE WITHOUT PAY 17 DISCHARGE/REMOVAL O3 APPOINTMENT (PERM) action type. 32 FURLOUGH 18 DEATH 04 APPOINTMENT (TEMP) 19 DETAIL OF AN EMPLOYEE 33 SUSPENSION 05 APPT (SES/OVERSEAS) Then press ENTER. 20 EXTENSION OF A DETAIL 34 RETURN TO DUTY 06 MASS CHANGE FOR DUTY 35 PLACE IN PAY STATUS O7 REALIGNMENT WITH ORG 21 TERM OF A DETAIL 22 EXT OF APPOINTMENT 36 CHG IN WORK SCHEDULE 23 EXT OF PROMOTION 37 CHG IN HOURS DS CONV TO TEMP APPT 09 CONV TO PERM APPT 10 CONV TO SES/OVERSEAS 24 EXT OF LMOP/FURLDUGH 38 CHG IN TOUR OF DUTY 11 PROMOTION 25 EXT OF REASSIGNMENT 39 NAME CHANGE 25 EXT OF REASSIGNMENT 40 AWARD 26 EXT OF A PSN CHANGE 12 REASSIGNMENT 13 CHG TO LOWER GRADE 27 POSITION CHANGE 41 ADMINISTRATIVE CHANGE 4C APPT SCHEDULE C 28 REALIGNMENT 14 RESIGNATION Enter-pf1---pf2---pf3---pf4---pf5---pf6---pf7---pf8---pf9---pf10--pf11--pf12---ESC NAIN NEXT HELP

Note: To access an online definition of an action type, move the cursor to the action type and press F1. The definition will display in a popup window.

After you have selected an action type, the system will display popup windows and screens related to the type of action you are initiating. Follow the instructions displayed on each screen.

You may add a note to any action by pressing the F2 function key to access the notepad. (You must be on a screen that displays F2 NPAD at the bottom of the screen.)

See "Final Action on an SF52" and "Forwarding and Returning an SF52" on pages 22 and 23.

<u>SF52 "Ouick Reference"</u>: The information on pages 11 through 16 provides step-by-step instructions on initiating six of the most commonly used types of actions: Promotion, Appointment, Request for Eligibles, Resignation, Change in Work Schedule, and Award.

Promotion

SF52 SYSTEM MAIN MENU

· Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

Type action code 11 and press ENTER.

EMPLOYEE IDENTIFICATION

 Type the employee's SSN and press ENTER. (Or, use the online search feature by following the directions on the screen.)

POSITION MANAGEMENT

· Follow the directions on the screen.

RO INFORMATION

- Type over the effective date proposed <u>if different</u> than the current date displayed.
- Type the not-to-exceed date, if appropriate.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

POSITION INFORMATION

- Type over the information in the white required fields, as appropriate, and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

Appointment (Perm)

SF52 SYSTEM MAIN MENU

· Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

Type action code 03 and press ENTER.

EMPLOYEE IDENTIFICATION

If you know the SSN of the new employee,

- Type the employee's SSN and press ENTER.
- On the EMPLOYEE IDENTIFICATION window, type the employee's name and press ENTER.
- On the OFFICE ID window, type the office organization code where the new employee will work and press ENTER.

If you do not have a name or SSN, press ENTER.

• On the OFFICE ID window, type the office organization code where the new employee will work and press ENTER.

POSITION MANAGEMENT

· Follow the directions on the screen.

RO INFORMATION

- Type over the effective date proposed <u>if different</u> than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

POSITION INFORMATION

- Type information in white required fields and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

Request for Eligibles

SF52 SYSTEM MAIN MENU

Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

- Type action code 02 and press ENTER.
- On the OFFICE ID window, type the office organization code where the new employee will work and press ENTER.

RO INFORMATION

- Type over the effective date proposed <u>if different</u> than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

REQUEST FOR ELIGIBLES

- Type information in white required fields and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

Resignation

SF52 SYSTEM MAIN MENU

· Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

• Type action code 14 and press ENTER.

EMPLOYEE IDENTIFICATION

• Type the employee's SSN and press ENTER. (Or, use the online search feature by following the directions on the screen.)

POSITION MANAGEMENT

· Follow the directions on the screen.

RO INFORMATION

- Type over the effective date proposed <u>if different</u> than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

RO REMARKS/ADDRESS INFO

- Type employee's reason for resignation.
- · Type employee's forwarding address and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

Change in Work Schedule

SF52 SYSTEM MAIN MENU

Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

· Type action code 36 and press ENTER.

EMPLOYEE IDENTIFICATION

• Type the employee's SSN and press ENTER. (Or, use the online search feature by following the directions on the screen.)

RO INFORMATION

- Type over the effective date proposed <u>if different</u> than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

POSITION INFORMATION

- Type information in white required fields and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

Award

SF52 SYSTEM MAIN MENU

· Type INIT on the command line and press ENTER.

INIT ACTION TYPE SELECT

· Type action code 40 and press ENTER.

EMPLOYEE IDENTIFICATION

 Type the employee's SSN and press ENTER. (Or, use the online search feature by following the directions on the screen.)

RO INFORMATION

- Type over the effective date proposed <u>if different</u> than the current date displayed.
- Type the name of the contact person and the last four digits of the telephone number. Press ENTER.

AWARD

- · Type the award amount and press ENTER.
- On the SF52 OPTIONS window, move the cursor to select an option (SIGN/FORWARD, SAVE, etc.) and press ENTER.
- Depending on your authority, the SIGNATURE SELECTION window may display. Select an authority and press ENTER.
- On the forwarding window, type F next to the name of the individual you wish to send the action to and press ENTER.

How To Review/Change/Sign an SF52 (CHNG)

Type the CHNG command on the SF52 Main Menu (or any other screen in the system) to display a list of existing SF52s you are authorized to process.

You may start the list at a different place.

Type an action code and press ENTER. —→

A 'YES' or 'NO' in the far right column indicates whether there are notes associated with the action.

11/04/94 ** 15:06:34	PEDERAL PERSUNNEL/ * CHING LI	PAIRULL ST	aren	PP2022M PP2022P
COMMAND: <pre><pre></pre></pre>		*******		
START FROM LAST NAME:			OR REQUEST	NO: 94
TYPE ONE OR MORE OF TH	E FOLLOWING ACTION	CODES:		
C=REVIEW/CHANGE V=VIEW				R=RETURN
ACT NAME — —	ACTION	ORG CODE	EFF DATE	REQ NO. NOTE
	APPOINTMENT (PE	60130	10/21/94	94 0001553 NO
-	APPOINTMENT (PE	60130	10/21/94	94 0001589 NO
=	REQUEST FOR ELI	91030	10/21/94	94 0001590 NO
C ADAMS, MICHAEL J.	PROMOTION	93480	10/21/94	94 0001552 NO
CARLSON, HELEN N.	DETAIL OF AN EM	93480	10/21/94	94 0001588 NO
_ DAVIS, CHERYL R.	PROMOTION	93480	10/24/94	94 0001620 YES
DENNING DOUGLAS S.	PROMOTION	93480	10/28/94	94 0001622 NO
_ EASTERLY, MARTIN L.	REASSIGNMENT			94 0001665 YES
GARRISON, JACK N.	PRONOT I ON			94 0001702 NO
MARTIN, MARYELLEN	RETURN TO DUTY	93480	10/30/94	94 0001710 YES
_ PETERS, GERALD R.	RETIREMENT			94 0001715 YES
RIVERS, THOMAS B.	CHANGE IN HOURS	93580	10/30/94	94 0001720 NO
NORE				
Enter-PF1PF2PF3	-PF4PF5PF6	-PF7PF8	PF9PF1	0PF11PF12
NEXT HELP ESC				

Type action code:

- C To see the screens associated with the action. You may change the information on the screens.
- V To view the notes associated with the action.
- S To sign the action and send it to another individual without reviewing the screens associated with the action.
- F To send the action to another individual <u>without</u> reviewing the screens associated with the action.
- D To remove the action from the system.
- R To send the action to an individual who had it before you <u>without</u> reviewing the screens associated with the action.

See "Final Action on an SF52" and "Forwarding and Returning an SF52" on pages 22 and 23.

How To Review/Sign an SF52 for Concurrence (CONC)

Type the CONC command on the SF52 Main Menu (or any other screen in the system) to display a list of SF52s you are authorized to sign for concurrence.

Press ENTER or F8 to scroll through the list.

Type an action code and press ENTER. —-

09:20:27	RAL PERSONNEL/PAYROL * CONC LIST *	•		PP2043 PP2043
TYPE ONE OR MORE OF THE FO				
V=VIEW S=SIGN/FORWARD	R=RETURN			REQUEST
NAME CUMMINS, WILMA R. V GARRISON, CHARLES L. MARTIN, MARYELLEN PETERS, GERALD R. RIVERS, THOMAS B.	DETAIL OF AN EM S RETURN TO DUTY S	73480 73480 73482	11/24/94 10/30/94 11/03/94	
END Enter-Pf1PF2Pf3PF4 MEXT HELP ESC MAI			}P F10	PF11PF1Z- EXIT

Type action code:

- V To view the screens associated with the action.
- S To sign the action and send it to another individual without reviewing the screens associated with the action.
- R To send the action to an individual who had it before you <u>without</u> reviewing the screens associated with the action.

See "Final Action on an SF52" and "Forwarding and Returning an SF52" on pages 22 and 23.

How To Reassign an SF52 (RSGN)

You may reassign actions from one individual to another, provided the individuals are authorized to see each other's actions.

Type the RSGN command on the SF52 Main Menu (or any other screen in the system) to display the first of three screens used to reassign SF52s.

PP3093M1 12/12/94 ** FEDERAL PERSONNEL/PAYROLL SYSTEM ** * RSGN USER LIST * PP3093P1 11:16:58 COMMAND: TYPE X NEXT TO THE CURRENT CLINER OF THE SF52(S) TO BE REASSIGNED AND PRESS ENTER. FROM USER LIST TITLE NAME ACT COOPERS, SUSAN K. APPROVING OFFICIAL APPROVING OFFICIAL HARTMAN, DEBORAH T. APPROVING OFFICIAL MARX, THOMAS L.

Type X to indicate who you are reassigning SF52s FROM.

** FEDERAL PERSONNEL/PÄYROLL SYSTEM ** PP3093M1 12/12/94 PP3093P1 * RECH USER LIST * 11:17:16 COMMAND: TYPE X NEXT TO THE USER SF52(S) ARE TO BE REASSIGNED TO AND PRESS ENTER. 'TO' USER LIST TITLE ACT HAVE APPROVING OFFICIAL ADAMS, CONNIE S. CARTER, HERMAN L. LEMON, JANE B. APPROVING OFFICIAL ĩ APPROVING OFFICIAL AUTHORIZING OFFICIAL SUMMERS, LARRY T.

Type X to indicate who you are reassigning SF52s TO. ——→

700000000000000000000000000000000000000						
12/12/94	** FE	EDERAL PERSO	NNEL/PAYROL	L SYSTEM	P	PP3094M1
11:18:01			SF52 LIST			PP3094N1
COMMAND:	(RESERVE)	**********	******		*****	==<<<<<<
TYPE X NEXT 1	O THE SF520	(S) THAT ARE	TO BE REAS	SIGNED AN	PRESS ENTER	•
					· ·	•
ACT NAME	:	ACT	ION		PROPOSED/	REQUEST
					EFF DATE	NUMBER
X JENNING, F	AUL D.	SUGGESTION	AHARD		12/06/94	94 0002581
GALLOWAY,		REASSIGNMEN	T - TEMP NI	E *D*	12/06/94	94 0002591
X HAYES, MIC		NAME CHANGE	FROM *F*		12/06/94	94 0002597
WARREN, RO		CHG IN ORGA		VME	12/06/94	94 0002594
Processor Commission C		9999999999999999				

Type X to indicate the SF52s being reassigned.

How To Fast Copy An SF52 (RGEN)

Fast Copy means copying up to 15 identical actions from an existing action. You may only copy actions for employee accessions, promotions, or employee losses.

Type the RGEN command on the SF52 Main Menu (or any other screen in the system) to display the RGEN OPTIONS MENU screen.

	11/07/94 09:15:25		ONNEL/PAYROLL SYSTEM ** OPTIONS MENU *	PP2970M1 PP2970P1
Type L and press	COMMAND: <=	*************		**************
ENTER. →	ACTION CODE: 1 FAST COPY LIST	F	REQUEST NUMBER: 94_ LAST NAME:	

	12/12/94 ** FE 11:19:04 COMMAND:	DERAL PERSONNEL/PAYROLL SYSTE * FAST COPY LIST *	M ** PP2970H4 PP2970N4
	TYPE F NEXT TO ONE OR MO	NE OF THE FOLLOWING SF52'S TO	COPY THE ACTION.
This screen displays the actions from which you may copy up to 15 new actions. ——→ Type F to indicate the action you wish to fast copy. ——→	NAME ABRAHMS, JERRY S. BARBER, NELSON R. BURKE, HELEN E. CALL, RAYMOND A. CUMMINS, GARY J. HEMMINGMAY, SUZANNE F LANGE, DARLENE PETERS, MICHAEL T. SMITH, CASSANDRA R. MEAVER, MARY KAY	ACTION ORG CODE APPOINTMENT (PE J7000 RESIGNATION J7000 APPOINTMENT (PE J7000 APPOINTMENT (PE J7000 PROMOTION 93480 PROMOTION APPOINTMENT (PE J7000 RETIREMENT J7511 PROMOTION J7041 PROMOTION	PROPOSED REQUEST EFF DATE NOA NUMBER 12/07/94 94 0002629 12/07/94 94 0002631 12/07/94 94 0002661 11/16/94 94 0002676 12/07/94 94 0002676 12/07/94 94 0002628 12/07/94 94 0002623 12/07/94 94 0002675
		9F4PF5PF6PF7PF8 MAIN UP DOWN	PF9PF10PF11PF12 EXIT

Depending on the action type, the system will display screens associated with the action you are copying from. You will then see a screen for the "copy to" information. (See screens on page 21).

How To Fast Copy An SF52 (continued)

12/12/94

Employee accessions

** FEDERAL PERSONNEL/PAYROLL SYSTEM **

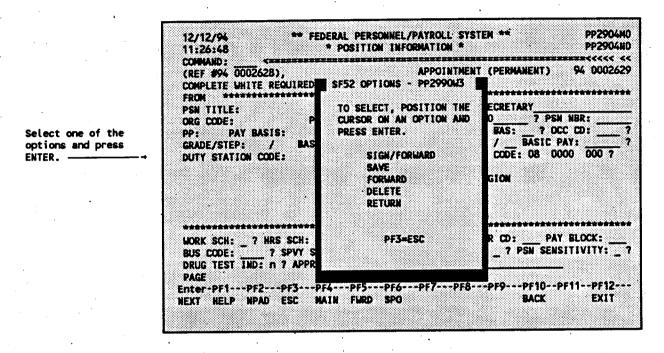
			PPZYTUNI
_9 SF52'S TO BE GE	ENERATED WITHOUT SS	EN .	
SSN: LAST NAME:	<u></u>	SUFFIX: MIDDLE NAME:	
		•	•
12/12/04	** SENEDA: DEPCHA	JEI /DAYDON I SYSTEM ***	PP 2970 N2
15:25:29	* ACCESSIO	ON/PROMOTION *	PP2970N1
	COMMAND:	COMMAND: REQUEST NO. 94 0002629 ACTION: APR 9 SF52'S TO BE GENERATED WITHOUT SE SSN: LAST NAME: FIRST NAME: 12/12/94 ** FEDERAL PERSON 15:25:29 **ACCESSIC COMMAND:	REQUEST NO. 94 0002629 ACTION: APPOINTMENT (PERMANENT) 9 \$F52'S TO BE GENERATED WITHOUT SSN SSN: LAST NAME: FIRST NAME: 12/12/94 ** FEDERAL PERSONNEL/PAYROLL SYSTEM *** 15:25:29 ** ACCESSION/PROMOTION **

How To Fast Copy An SF52 (continued)

	12/12/94	** FEDERAL PERSONNEL/PAYROLL SYSTEM **	PP2970H3
Employee losses	15:32:22	* SEPARATIONS *	PP2970N2
	CONTROL ALABAMAN AND CONTROL OF C	002623 ACTION: RETIREMENT	*************
Type SSN(s) and forwarding address(es)	SSN: 877 - 29 - 4 FORWARDING ADDRESS		
	(STREET 1)	(STREET 2) CO 80521 -	
	(CITY)	(STATE/COUNTRY) (ZIP CODE)	(FOREIGN CODE)
address(es).	SPRINGFIELD	co 80521	(FOREIGN CODE)

Final Action On An SF52

On the last screen in the screen sequence, you will see a popup window displaying three, four, or five options. (SIGN/FORWARD and RETURN may not be displayed.)



Select:

SIGN/FORWARD - To sign the action and send it to another individual for further processing.

SAVE - To keep the action to work on at a later time.

FORWARD - To send the action to another individual for further processing.

DELETE - To remove the action from the system.

RETURN - To send the action to an individual who had

If you select the sign/forward, forward, or return option, see "Forwarding and Returning an SF52" on page 23.

it before you.

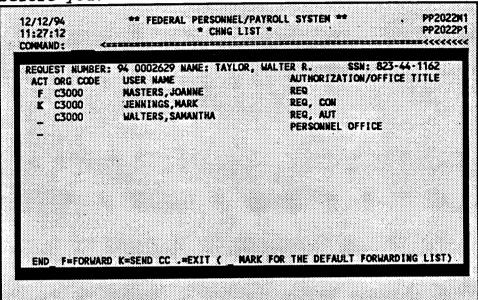
Forwarding and Returning an SF52

Forwarding and returning provides a way to electronically send an action to another individual. The forwarding window presents the names of the individuals who you may send the action to. You may also send a courtesy copy of the SF52 to any individual on the list. The return window presents the names of individuals who had the action before you.

Forwarding Window

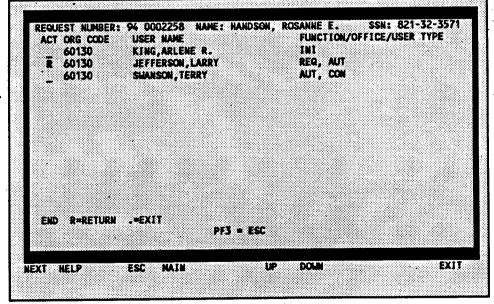
Type F and press ENTER to send to action to another individual.

Type K to send a courtesy copy.



Return Window

Type R and press ENTER to send an action back to another individual.



Viewing Capabilities

This section of the manual provides information about the viewing capabilities within the SF52 System. .

		Pag	je
Cancel and Hold Notifications (CNOT and HOLD)	•	2-6	0
Courtesy Copies (COPY)	. •	2-6	1
RO Tracking (TRAK)	•	2-6	2
Pending SF52 Reports (PEND)		. 2-6	i3
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RO Batch Reports		2-6	. 8

Cancel and Hold Notifications (CNOT and HOLD)

When an action has been cancelled or put on hold in the servicing personnel office, the SF52 System automatically sends a notification to every person who previously had possession of the action. The notification tells you who cancelled the action or put the action on hold and the reason why.

Type the commands CNOT (for cancel notifications) or HOLD (for hold notifications) on the SF52 Main Menu (or any other screen in the system) to display a list of cancel or hold notifications. (The screen sample below illustrates the CNOT LIST screen. The HOLD LIST screen is identical in format.)

Press ENTER or F8 to scroll through the list.

Type an action code and press ENTER.

)4/94 ** FEDI)7:24	RAL PERSONNEL/PA * CHOT LIST		. SYSTEM **		PP2800M1
COM	(AND:	************	****	*********	*******	: = <<<<<<
	ONE OR MORE OF THE FO					
V=V1	IEW CANCEL NOTIFICATION	I D=DELETE CAN	CEL	NOTIFICATIO	N Proposed/	REQUEST
	WANT	ACTION	HUY	nec more	EFF DATE	right of the control
			674	D720300	04/25/94 9	
•	BREEN, RICHARD L. ENRIGHT, CHARLENE L.	ADMINISTRATIVE			09/05/94 9	
-	FARLEY, GEORGE R.	EXC APPT NTE				
	FARLET, SEURGE R.	EXC APPT		D750000		
-	JONES, BARBARA KENNEDY, HAROLD				08/12/94 9	
7	LARSON, SUSAN				08/13/94 9	
	LEMMERMAN, ROGER A.	EXT OF APPT NT			09/05/94 9	
•	MARSHALL, VINCENT A.	ADMINISTRATIVE			09/05/94 9	
-	SMITH, SUSAN	EXC APPT NTE			09/19/94 9	
•	YOUNG, RAYMOND	EXC APPT			D9/19/94 9	
-	YOUNGHAN, ROGER K.				10/03/94 9	
-	ZELLER, JERRY S.	EXT APPT NTE			09/20/94 9	
MORI		EAT MILL WILL				
	: PF1PF2PF3PF/	pr5pr6P	£7	-DFRPFQ-	PF10PF1	PF12
Elitai	HELP ESC NA			DOLAN		EXIT

- ▼ To see a screen displaying the cancel (or hold) notification.
- D To delete the notification without viewing it.

Courtesy Copies (COPY)

Type the COPY command on the SF52 Main Menu (or any other screen in the system) to display a list of courtesy copies that have been sent to you.

Press ENTER or F8 to scroll through the list.

Type an action code and press ENTER.

15:07:44	PERAL PERSONNEL/PAYRO * COPY LIST *		PP2820P
TYPE ONE OR MORE OF THE		is:	
Y=VIEW COURTESY COPY D=	DELETE COMIEST COMI		PROPOSED/ REQUEST
ACT NAME	ACTION NO	MA ORG CODE	EFF DATE NUMBER
AU.	REQUEST FOR EL	No de la companya de	12/12/94 94 000289
-	REQUEST FOR EL		12/12/94 94 000289
-	REQUEST FOR EL		
-	REQUEST FOR EL	D726100	09/15/94 94 000233
BARRY, JOSEPH T.	CHANGE IN HOUR	D726000	06/11/94 94 000123
CARR JESSE J.	CHANGE IN HOUR	D726300	06/11/94 94 000123
V DAVIDSON, JOANNE	ADMINISTRATIVE 96	6 D726400	09/05/94 94 000209
DENNING, REBECCA	APPOINTMENT (T	D726200	06/23/94 94 000108
HALLER, CLAUDIA A.	ADMINISTRATIVE 96	6 D726000	02/20/94 94 000014
- MARTIN, VINCENT	PROMOTION	D726100	06/26/94 94 000107
NEILSON, RENNE	CHANGE IN HOUR	D726000	06/26/94 94 000107
OLLE, DICK W.	PROMOTION	D726000	07/24/94 94 000151
NÖRE			
Enter-PF1PF2 P F3P			
NEXT HELP ESC M	ain up	DOM	EXIT

- V To see the screens associated with the action.
- D To delete the courtesy copy without viewing it.

RO Tracking (TRAK)

Tracking is a process used to view the data associated with an SF52 or to obtain the status/history of the SF52. You may also produce a listing of SF52s related to one individual. Actions are available online for 1 year.

Type the TRAK command on the SF52 Main Menu (or any other screen in the system) to display the TRAK OPTIONS MENU screen.

Type L and one of the SF52 Types (A, C, N, or N) and press ENTER.

Enter additional information in the fields on the right side of the screen to further qualify the list. 04/21/94 ** FEDERAL PERSONNEL/PAYROLL SYSTEN ** PP2061M0 * TRAK OPTIONS MENU * PP2061P0 13:07:16 == AUTHORIZING OFFICIAL == ******* CONNAND: ACTION CODE: SF52 TYPE: REQUEST NUMBER: 94 LAST NAME: ACTIVE COMPLETED . SSN: ___ -STATUS/HISTORY ON HOLD LIST ACTION TYPE CODE CANCELLED

Press ENTER or F8 to scroll through the list.

Type an action code and press ENTER. \longrightarrow

	FEDERAL PERSO		l system **		PP2062M
11:30:10		ak list *			PP2062N
COMAND: <=====				ero exposere	===<<<<<
TYPE DNE OR MORE OF TH	E FOLLOWING A	CTION CODES	•		
V=VIEW SF52 SCREENS	I=VIEW STATUS	/HISTORY			
				REQUEST	
NAME	ACTION	ORG CODE		NUMBER	
_	REQUEST FOR			94 0002615	
ī	APPOINTMENT			94 0002629	
	APPOINTMENT			94 0002630	
BARBER, EDITH N.	APPOINTMENT			94 0002631	
_ BOLLIG, DARLENE	APPOINTMENT			94 0002661	
CRONDER, STEPHANIE	aliard	J7535		94 0002613	at the first of the contract o
CROOK, JAMES T.		17027		94 0002279	
_ DAVIS, ARTHUR D.	award	J7351		94 0002216	
KING, MARCIA L.	APPOINTMENT			94 0002628	
PETERS, RAYMOND	RETIREMENT	J7511		94 0002623	
_ SMITH, ANDREW G.	PROMOTION	J7041	12/07/94	94 0002609	AUTHORIZE
MORE					
nter-PF1PF2- <i></i> PF3	-PF4PF5	PF6PF7	-PF8PF9	PF10PF	11PF12
EXT HELP ESC		UP .			EXIT

- V To see the screens associated with the action.
- I To see a screen that displays the status/history of the action.

Pending SF52 Reports (PEND)

Pending SF52 Reports provides information that is very similar to what is obtained in tracking. With the Pending SF52 Reports process (1) you have access to actions that are only active or on hold, (2) you may organize the report in three different ways, and (3) you may limit the report to actions pending longer than a certain number of days in the servicing personnel office.

Type the **PEND** command on the SF52 Main Menu (or any other screen in the system) to display the PEND OPTIONS MENU screen.

		** FEDERAL PERSONNEL/PAYROLL SYS * RPTS PENDING OPTIONS *		PP2101M0 PP2101P0 =<<<<<<
Type R or P. ——→	ENTER LOCATION	OF PENDING ACTIONS: _		
You may enter a		IN REQUESTING OFFICE ONLY IN SERVICING PERSONNEL OFFICE ONLY		
limitation only for selection P above.	ENTER NUMBER OF	DAYS EPORT TO ACTIONS IN OFFICE LONGER I	HAN SPECIFIED # OF	DAYS)
Then press ENTER.	 '			
	12/12/94 11:34:12	** FEDERAL PERSONNEL/PAYROLL SYS * PEND QUALIFYING MENU *	TEN **	PP2105M0 PP2105N0
Type 1, 2, or 3 to indicate the sort	COMMAND: <=	***************************************		
sequence. ———→	ENTER SORT SECU 1. ORGANIZATION	ENCE: Z 2. REQUEST NUMBER 3. CURRENT GLA	IER	
	01 POSITION ACTI	EGORY ACTION CATEGORY ON ONLY 13 CHANGE TO LOWER GRADE	25 EXT OF REASSIG	NMENT
	02 REQUEST FOR E	LIGIBLES 14 RESIGNATION PERMANEN 15 RETIREMENT TEMPORAR 16 TERMINATION/TRANSFER	26 EXT OF A POSIT 27 POSITION CHANG	ION CHA E
	05 APPOINTMENT (TEMPORAR 16 TERRITARITUR/TRANSFER SES/OVER 17 DISCHARGE/REMOVAL OR DUTY 18 DEATH	29 CHANGE IN DUTY 30 PLACEMENT IN A	
	07 REALIGNMENT N D8 CONVERSION TO	ITH ORGA 19 DETAIL OF AN EMPLOYEE TEMPORA 20 EXTENSION OF A DETAIL	31 LEAVE WITHOUT 32 FURLOUGH	
	09 CONVERSION TO	PERMANE 21 TERMINATION OF A DETA SES / O 22 EXT OF APPOINTMENT 23 EXT OF PROMOTION 24 EXT OF LUOP / FURLOUG	33 SUSPENSION 34 RETURN TO DUTY 35 DESCRIPTION D	AV PTAT
Type an action category number→	ENTER SF52 ACTIO	N CATEGORY: 99	99 ALL CATEGORIES	
Then press ENTER.	Enter-PF1PF2 NEXT HELP	-PF3PF4PF5PF6PF7PF8- ESC MAIN	PF9PF10PF11	PF12 EXIT

Pending SF52 Reports (PEND) (continued)

Press ENTER or F8 to scroll through the list.

Type an action code and press ENTER.

12/12/94 *** 11:35:14		END LIST *		PP2106
COMMO:	********			
TYPE ONE OR MORE OF	HE FOLLOWING	ACTION CODE	S:	
V=VIEW I=STATUS/				
			PROPOSED REQUEST	
NAME	ACTION		EFF DATE NUMBER	
	REQUEST FOR		12/07/94 94 2615	
_ KING, MICHELLE	APPOINTMENT	J7000	12/07/94 94 2628	
_ ROMER, CHARLES	APPOINTMENT	J7000	12/07/94 94 2629	
I ANDERSON, JOHN T.	CHANGE IN H	J7000	12/07/94 94 2630	adams, ani
_ JOHNSON, MARTIN	APPOINTMENT	J7000	12/07/94 94 2631	SMITH, CI
FIELDS, MARYELLEN	RESIGNATION	J7000	12/07/94 94 2661	SMITH, CI
QUEEN, ROBERT L.	. APPOINTMENT	J7000	12/12/94 94 2698	LANE, DAV
CROWLEY, JAMES R.	PROMOTION	J7027	11/21/94 94 2701	COSTNER, I
SMITH, HELEN	PROMOTION	J7041	12/07/94 94 2705	LANE, DAV
_ CONNELL, SARAH D.	AUARD	J7351	11/14/94 94 2716	SAMPSON,
PETERSON, ALAN W.	RETIREMENT	J7511	12/07/94 94 2735	SMITH, CI
MORE				
Enter-PF1PF2PF3	PF4PF5	-PF6PF7-	PF8PF9PF10	PF11PF12-
NEXT HELP ESC				EXIT
				•

- V To see the screens associated with the action.
- I To see a screen that displays the status/history of the action.

Tables (TBLS)

Tables contain valid values used in the SF52 System.

Type the TBLS command on the SF52 Main Menu (or any other screen in the system) to display an alphabetical list of table names.

You may start the list from a specific table name. →	12/12/94 11:36:06 COMMAND: < STARY LIST FROM TYPE X TO SELEC	* TABLE	CONNEL/PAYROLL SYSTEM ** S LIST SCREEN *	PP5070H1 PP5070P1
Type X and press ENTER. →	ANNUITANT X APPOINTMEN BARGAINING BUREAU CITIZENSHI COLLEGES/U COMPENSATO	E WORK SCHEDULE INDICATOR I LIMIT CODE UNIT STATUS P EMPLOYING OFFICE NIVERSITIES RY TIME CONTROL COO RY TIME INDICATOR	·	
	MORE Enter-PF1PF2- NEXT HELP	PF3PF4PF5 ESC MAIN	pf6pf7pf8pf9p UP DCMI	F10PF11PF12 EXIT

Message of the Day (MSGS)

The SF52 System contains the PAY/PERS Messages of the Day and SF52 Messages online.

Type the MSGS command on the SF52 Main Menu (or any other screen in the system) to access the MESSAGES OPTIONS MENU screen.

	12/12/94 ** FEDERAL PERSONNEL/PAYROLL SYSTEM ** 11:37:41 * MESSAGES OPTIONS NEMU *	PP0702HD PP0702P
	TYPE X TO SELECT ONE NESSAGE TYPE	************
Type X and press	ACT MESSAGE TYPE X PAY/PERS MESSAGE OF THE DAY	
	SF52 MESSAGE OF THE DAY	

PP0702M1 12/14/94 ** FEDERAL PERSONNEL/PAYROLL SYSTEM ** PP0702P1 * MESSAGE OF THE DAY LIST * 10:14:46 COMMAND: >>> PAY/PERS NESSAGES <<< TYPE E (EXPAND) MEXT TO ONE OR MORE OF THE FOLLOWING MESSAGES TO VIEW. FOR THE ATTENTION / SUBJECT ACT DATE ___ 08-30-94 ALL USERS OPH RECENTLY FURNISHED INFORMATION REGARDING Type E and press · ENTER. E 08-30-94 ALL USERS OPM RECENTLY FURNISHED INFORMATION REGARDING 08-30-94 ALL USERS AUGUST 22, 1994 08-30-94 ALL USERS AUGUST 10, 1994* 08-29-94 ALL PERSONNEL OFFICES TABLE 17 WILL BE UPDATED FOR THE FOLLOWING WAGE 08-15-94 ALL USERS HOLIDAY PROCESSING SCHEDULE FOR PAY PERIOD 9 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---ESC HAIN LP. DOLL EXIT NEXT HELP

Personnel Master Display (DATA)

The SF52 System contains employee leave data and personnel data online.

Type the DATA command on the SF52 Main Menu (or any other screen in the system) to display the DATA EMPLOYEE MENU.

12/12/94	** FEDERAL PERSONNEL/PAYROLL SYST	EN ** PP2000N1
11:38:16	* DATA EMPLOYEE NENU *	PP2000P1
COMMAND: <=	****************************	*********************
TYPE X TO DISPLA	NY LEAVE AND/OR PERSONNEL DATA FOR AN	EMPLOYEE AND
PRESS ENTER:		
	X LEAVE DATA	
	PERSONNEL DATA	

Type X and press ENTER.

44 141 151	** FEDERAL PERS	THREE PRAYON I	(PP2011	
12/14/94	CONTRACTOR FERS	CHARLET LA LUCES	i i		
	TANK CANDE		41 •	PP2011	M4
10:15:39	00000000000000000000000000000000000000	IDENTIFICATIO			77. *
				金金宝金金宝宝宝金宝宝宝宝宝	25
COMMAND: <===	0.000.000.000.000.000.000.000.000.000.		seste de la companya	V. 1911 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18 1. 18	00000
			300000000000000000000000000000000000000		
TYPE ALL OF	PART OF EMPLOYE	C TACT MINE OF	CONTAI SECTI	OTTY NIMBEL	
THE ALLOW	PARI UT ENTLUID	C LAST NATE OF		N. 1.1	
			nimale bi	# E9/4\	
	K FOLLOWING PART	6 F 1 600 2 1 5 4 600 6 5 7	E. BUKMS. BU		
	an 1930 di malanda da d				
NAME:					
#*************************************					
	T NAME)				*****
	1.882 a 7 AMMINISTRA				
	£ 18				

	g				
SSN: 821	- 34 - 672				
■ CONTROL OF THE PROPERTY OF	000000000000000000000000000000000000000	*********	en e		

Type employee's SSN and press ENTER. —

12/14/94 ** FEDERAL PERSONNEL/PAYROLL SYSTEM **	PP2000M2
10:16:45 * LEAVE SCREEN *	PP2000P2
COMMAND: <====================================	09/18/94
YOUNG, NORMAN R. GS-0025-11/01 821-34-6/22 C5855	027, 107, 7 -
DATA ELEMENT	VALUE
ADMINISTRATIVE SICK LEAVE PAID YEAR TO DATE	
ADMINISTRATIVELY UNCONTROLLABLE OVERTINE :	470 DO
ABSENT WITHOUT LEAVE YEAR TO DATE	138.00
ANNUAL LEAVE ACCRUED LEAVE YEAR TO DATE :	
ANNUAL LEAVE ACCRUED LOST YEAR TO DATE : ANNUAL LEAVE ADVANCED BALANCE :	
ARRIAL LEAVE AUVANCED BALANCE	

Press ENTER or F8 to scroll through the screens.

RO Batch Reports

At this time, requesting office reports are not available online. Requesting office users may use the Super Natural Queries process (QURY command) to produce reports.

Miscellaneous

This section of the manual contains information about:

																				Page
The Ent	ter	Kev			_	_							•							
The PF	VOI	nej	•	•		•		•	-	_	•		•							2-70
Online	He]	n F	eati	ıre	s.		. •	. •	. •				•	•	•	•	•	•	•	2-72
Colors	1101				-					•	•			•	•	•			•	2-72
Keys .			• •	•			•	•			•			• .			•		•	2-72
Who Do	I	Call	for	r H	el	p?	•	•	•	•	•	•	•	•	•	•	•	•	•	2-73

The Enter Key

After entering information on a screen, press the Enter key to advance to the next screen. The information you have entered immediately updates the data base. The Enter key is also used to scroll through a list that exceeds one screen.

The PF Keys

The PF keys listed at the bottom of each screen provide an easy way to maneuver through the system screens or to obtain information. If you are using a personal computer, the keys are labeled with an 'F' along the top of the keyboard. If you do not have PF key capability, you may type the equivalent command on the command line and press ENTER.

<u>PF1=HELP</u> - The kind of help you get with PF1 depends on where the cursor is positioned on the screen:

- (a) If the cursor is positioned in a field followed by a question mark (?), you will see a popup window listing the valid values for that field. (You may also type a question mark in the first position of the field and press ENTER.)
- (b) If the cursor is positioned anywhere else on the screen, you will access system-level help. This type of online help provides narrative information about the process you are currently working in, about the screen you are currently on, or about the data elements on the screen.

<u>PF2=NPAD</u> - Used to access a notepad from many requesting office screens. You may add notes or review another individual's notes on the notepad.

PF3=ESC - Used to go back to the list screen or to exit a
popup window.

PF4=MAIN - Used to go to the main menu.

PF5=FWRD - Used to forward an action to the next individual
on the forwarding list.

<u>PF6=SPO</u> - Used to forward an action to the servicing personnel office.

PF7=UP/PF8=DOWN - Used to maneuver up or down through a list
that fills more than one screen.

PF10=BACK - Used to go back a page.

PF12=EXIT - Used to exit the system.

Online Help Features

The SF52 System contains online field-level and system-level help. See information about PF1 on page 36.

The System Introduction process provides high level help about the SF52 system itself, e.g., screen format, color scheme, function keys, etc. Use the INTR command to access this process.

The View Errors process provides narrative information about correcting errors when you have received an error message. Use the **VE** command on any screen that displays an error message.

Colors

The color scheme used in the SF52 System screen design prompts you for certain kinds of information:

White - You are required to enter data in any field displayed in white.

<u>Green</u> - You may enter data in any field displayed in green. The information is optional.

Red - Information displayed in red alerts you to errors.

<u>Yellow</u> - Information displayed in yellow is informational only. You cannot change the data.

Keys

The following keys help you efficiently maneuver the cursor around the screen.

Tab - Used to move the cursor from one field to another. To move the cursor in the opposite direction, hold down the Shift key and press the Tab key.

Home - Used to move the cursor directly to the command line from anyplace on the screen.

<u>Directional Arrow Keys</u> - Used to move the cursor one space at a time around the screen (up, down, left, and right).

Space Bar - Used to erase information in a white or green
field.

Who Do I Call for Help?

If you have questions regarding the SF52 System, contact the SF52 System representatives in your servicing personnel office.